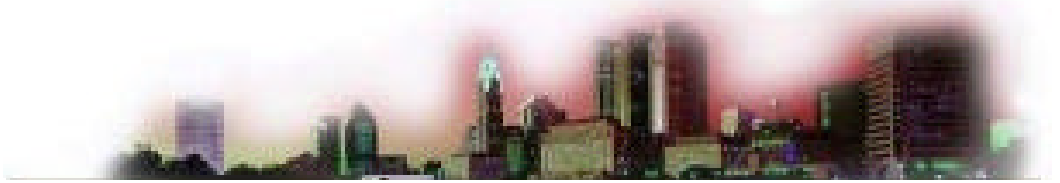




# COMMERCIAL PAY SERVICES



## COMMERCIAL PAY CORNER

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### *DFAS Columbus Contractor Customer Service Open House*

*You're Invited to Attend!*

*Thursday, July 10, 2003 (8 a.m. - 4 p.m.)*

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The Defense Finance and Accounting Service, Columbus Customer Support Office invites our private sector contractors to attend the next quarterly Contractor Customer Service Open House. The Open House gives our contractor customers the opportunity to visit the Columbus site and obtain knowledge of our day-to-day operations and ongoing customer service initiatives. In addition, contractors can openly discuss issues/concerns with key members of our management team. The Open House agenda will include briefings and discussions on the Customer Support Office, Mechanization of Contract Administration Services (MOCAS) payment procedures, Stock Fund (SAMMS) entitlement payment procedures, Electronic Data Interchange (EDI), Vendor Pay Inquiry System (VPIS), as well as other electronic initiatives.

The Open House will conclude with a social, which will give contractor customers the opportunity to meet with DFAS Columbus senior managers. Please come and join us!!! Early registration is encouraged, as the Open House reaches maximum registration quickly. If you are unable to attend this quarter's Open House, but are interested in attending a future session, keep in mind we will be hosting an Open House in a subsequent quarter, and will publish additional information via the '**Commercial Pay Corner**' newsletter available at <http://www.dfas.mil/money/vendor> or <http://www.dfas.mil/DFASNews> and click on Commercial Pay Corner. The final Open House for 2003 is tentatively scheduled for November 6. For additional information, please call **1-800-756-4571, Option 6.**

Future Open House dates for 2003 are tentatively scheduled for July 10 and November 6. For additional information, please call 1-800-756-4571, Option 6.

## Director's Statement



In my last two Director's Statements, I've told you about electronic systems that will help you, as a government contractor, do business more effectively. Today, I'd like to tell you about a system that allows the government to do business more effectively for its taxpayers.

Effective December 17, 2002, the Defense Finance and Accounting Service (DFAS) entered into a partnership with the U.S. Department of Treasury to assist in collecting non-Department of Defense (DoD) debts owed the federal government. Upon notification from the U.S. Department of Treasury, DFAS Columbus will take deductions against Mechanization of Contract Administration Services (MOCAS) invoices for non-DoD debt, in accordance with the Debt Collection Improvement Act of 1996 (Public Law 104-134) <http://www.fms.treas.gov/debt/regulations.html>. These deductions are for delinquent debts that agencies other than DoD have referred to Treasury for collection. Whenever DFAS takes a deduction for these non-DoD debts, the statement "Deduction taken in accordance with Treasury Offset Program" will appear on the Advice of Payment, or on the addendum record for payments made electronically.

While DFAS Columbus will be taking the deduction for the U. S. Department of Treasury, we have no information concerning the debt itself other than the contractor's name, the Tax Identification Number (TIN), and the amount of the debt. If you believe a deduction has been taken in error for a non-DoD debt, please call the U. S. Department of Treasury at 1-800-304-3107. The Customer Service Representatives at Treasury can answer questions concerning the specific nature of the debt.

The U. S. Department of Treasury will send a letter to the contractor after the offset is taken. However, there may be a few days between when we take the offset and the contractor receives the letter from Treasury. We are working with Treasury to improve the process of generating the letters and coordinating it with the actual offset that is being taken. Of course, the very best way to avoid the confusion, and associated interest, is to promptly pay any debt owed to the government when you are first notified.

In the meantime, our Customer Service Representatives at 1-800-756-4571 will continue to assist you in any way they can to answer your questions; we ask for your patience and cooperation as we continue to refine the debt collection process.

*Sally Smith*

Sally Smith  
Director, Commercial Pay Services

# ***DFAS – UPDATES***



## **DFAS Europe**

DFAS Europe Air Force Accounting and Air Force Vendor Pay functions will move to DFAS Limestone (Maine) in July 2003. A small and very competent liaison office will remain in Europe to provide that important and critical day-to-day interface with customers. All parties involved have been major players in the process and are committed to making this transition a success.

## **DFAS Lexington**

DFAS Lexington renders financial services to our customers who directly support the men and women of our Armed Services. Currently we are involved in a pilot-testing program for Standard Procurement System (SPS). We are excited about the progress and are looking forward to final implementation of becoming a 'paperless society'. We encourage our customers to visit our location and observe our processes.

## **DFAS Oakland**

Effective December 9, 2002, all vendor payment functions at DFAS Oakland transferred to DFAS San Diego. For Customer Service assistance, call 1-800-731-8096 or 1-800-445-9747.

## **DFAS Limestone**

The correct mailing addresses for mailing invoices to the DFAS Limestone payment office are:

Regular mail:

Defense Finance and Accounting Service  
DFAS-BAASD/CC  
P.O. Box 369020 (Limestone)  
Columbus, OH 43236-9020

Express mail (FedEx):

DFAS Columbus  
3990 East Broad Street  
Building 21-Mail Room (Limestone)  
Columbus, OH 43213  
ATTN: DCC Supervisor 614-693-9019

# ***INVOICES WITHOUT RECEIVING REPORTS***



DFAS Rome worked diligently to develop a process, which assists us in obtaining receiving/acceptance documents. Receipt of the receiver is a necessary part of the payment process.

Upon receipt of an invoice from the vendor, the technician inputs the invoice and makes the initial phone call in an effort to acquire the receiving/acceptance report. If the receiving/acceptance report is not sent to our office, a receiving report team continues the quest for a receiver. The team is provided a weekly detailed list that exhibits all invoices in the entitlement system without a corresponding receiving/acceptance report. The list is prioritized and worked by age. The receiving report team members contact the responsible party, listed on the body of the contract, requesting the essential documentation. If the installation states that the merchandise/services have not been rendered (invoice sent prematurely), the invoice is deleted from our system and returned to the vendor. The vendor can re-bill once their commitment is fulfilled to the government agency. The team elevates any situations they cannot resolve to the supervisor or other vendor pay managers. They, in turn, contact their counterparts at the installations for assistance.

The list worked by the receiving report team is also supplied to pertinent personnel at our installations twice a month in another effort to obtain the receiver. Supplying the list to the installation has a two fold benefit; it 1) assists our office in reducing interest penalties caused by submission of late receiving/acceptance report documentation and 2) opens the lines of communication between all participants.



# *UNREADABLE INVOICES*



Contractors are reminded that when faxing a DD Form 250 as an invoice for payment, the copy coming to the Document Capture Center (DCC) at DFAS Columbus for scanning must be a legible, readable copy. Colored paper is not recommended as it does not scan as a legible copy. A copy of a copy causes the required information to be illegible and unreadable once scanned. This will result in a delay of your payment. This prohibits the Tier 2 process of your invoice from entering the entitlement system.

Since there are numerous invoices that meet this criteria, it is time consuming for DFAS Columbus Customer Service to contact each individual contractor about this problem on a daily basis. Otherwise, we must wait for the contractor to contact us about this issue, thus delaying your payment. Letters to inform the contractors of illegible/unreadable invoices cannot be sent since the contractors address is unreadable also.

If the DD250 is to be processed as an invoice, make sure the words **"Original Invoice"** are annotated on the document. If the DD250 is not annotated as **"Original Invoice"**, it will be processed as a receiving report.

Contractors are requested to ensure that the following information that appears on the DD Form 250 is in a font large enough to be readable after the scanning process:

1. **Contract Number**
2. **Shipment Number**
3. **Delivery Order Number (if applicable)**
4. **Any Dollar Amounts**
5. **Item Number**

For information on how to properly prepare a DD Form 250 and other valuable information, go to <http://www.dfas.mil/money/vendor> Under General Information, click on Contract Payment Booklet or go to [http://www.dfas.mil/DFAS News](http://www.dfas.mil/DFAS%20News) and click on Contractor Payment Information Handbook.

Contractors are strongly encouraged to use an electronic means of submitting their invoices. For example:

- EDI-Electronic Data Interchange
- WInS-Web Invoicing System
- WAWF-Wide Area WorkFlow

For additional information on any of these electronic initiatives, go to <http://www.dfas.mil/ecedi>.

# ***ELECTRONIC INVOICING***



Electronic invoicing for Commercial Pay Services is available at the following DFAS locations:

PRODUCT LINE	SYSTEM	DFAS LOCATION	PHONE NUMBER
CONTRACT PAY	MOCAS	COLUMBUS	1-800-756-4571 NORTH OPTIONS 1-1 SOUTH OPTIONS 1-2 WEST OPTIONS 1-3
DEFENSE AGENCIES	SAMMS	COLUMBUS	1-800-756-4571 OPTIONS 2-2
DEFENSE AGENCIES	DISMS	COLUMBUS	1-800-756-4571 OPTIONS 2-2
ARMY VENDOR PAY PURCHASE CARD CARE (Customer Automation and Reporting Environment)	CAPPS - CLIPPER	ROCK ISLAND ST. LOUIS GERMANY	1-888-332-7742 1-877-782-5680 011-49-631-413-4806
ARMY VP PURCHASE CARD WINS/WAWF	CAPS- WINDOWS	INDIANAPOLIS LAWTON LEXINGTON ORLANDO ROME SEASIDE	1-888-332-7366 1-888-445-5154 <b>1-859-293-4344</b> 1-800-950-9784 1-800-553-0527
AIR FORCE VP PURCHASE CARD WINS/WAWF	IAPS	DAYTON LIMESTONE OMAHA SAN ANTONIO SAN BERNARDINO	1-800-756-4571 OPTIONS 2-3 1-800-337-0371 1-800-330-8168 1-888-478-5636 1-800-779-1903
NAVY VP PURCHASE CARD WINS/WAWF	ONE PAY (OP)	CHARLESTON JAPAN NORFOLK OAKLAND PACIFIC- HONOLULU PENSACOLA SAN DIEGO	1-800-755-3642 011-81-311-755-3068 1-800-209-1628 1-888-839-5199 1-888-222-6950 1-800-328-9371 1-800-445-9747
MARINE CORPS VP WINS/WAWF	CAPS- WINDOWS	COLUMBUS  KANSAS CITY	1-800-756-4571 OPTIONS 2-2 (816) 926-6188



# Central Contractor Registration

## (CCR)

### Electronic Funds Transfer



All DoD contractors/vendors are required to be registered in the Central Contractor Registration (CCR) database in order to be awarded a contract on solicitations dated after June 1, 1998. In addition, the Debt Collection Improvement Act of 1996, requires payments on all federal contracts to be made via Electronic Funds Transfer (EFT) if the solicitation was issued after June 26, 1996.

In order to reduce the burden of registering with each DFAS payment office, effective June 1, 1996, all DFAS payment offices are using the EFT data provided in the CCR in order to issue EFT payments. Vendors that are required to register in the CCR are no longer required to complete EFT registration forms for each payment office from which they receive payments.

Vendors who have not registered in the CCR can do so using the internet or can complete a CCR Registration form and send it to the Registration Assistance Center that services them. For internet registration, go to: <http://www.ccr.gov>

Vendors can request and receive CCR registration forms by calling (888) 227-2423 or (616) 961-4725 in Battle Creek, Michigan. Addresses to submit the form will be provided along with the form.

Federal Acquisition Regulation (FAR) 52.232.33 authorizes suspension of payment if the CCR EFT information is not correct. It also requires assignees of claims to be registered in the CCR.

Registration must be renewed annually. CCR will suspend contractors/vendors who do not renew their CCR registration. DFAS will suspend contractors/vendors who provide erroneous banking information. No payment can be made until CCR is updated with the correct information. A 60-day notice will be sent advising of the annual renewal process. Another notification will be sent 30 days prior to the expiration date. A letter will be sent at zero days stating the account has expired.

## CCR (CONT)



Other federal agencies using CCR:

- National Aeronautics and Space Administration (NASA)
- Department of Transportation
- Department of Treasury
- Department of Interior
- Office of Personnel Management
- Departments of State
- Department of Justice
- Department of Education
- Smithsonian

If a contractor/vendor has a problem with their registration, lost TPINS, or registration status, contact the Defense Logistics Information System (DLIS) in Battle Creek, Michigan at 1-800-227-2423, or the DLIS Customer Service at 1-888-352-9333, option 3.

Contractors/vendors may also review the CCR Handbook, located at <http://www.ccr.gov>.





## *VPIS Information for Foreign Vendors*



In order to protect certain items specific to each customer, we will be adding a user identification and password log-in requirement for all VPIS users. This has already been a requirement for MOCAS VPIS users. Customer registration data will be validated against the Central Contractor Registration (CCR) to facilitate this process.

Although foreign companies performing work outside the United States are not required to maintain a CCR registration to receive a government contract, such organizations will need to voluntarily complete this process before successfully registering as a VPIS user in the new environment. Since the CCR registration process can be complex for overseas businesses, VPIS users may wish to begin the steps to complete this process now so you may easily register for VPIS access after the web site conversion and avoid a loss of information services.

To begin the process, you should first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) code from the Codification Bureau in your country. For more information concerning NCAGE registration, forms, or contact information for the Codification Bureau in your country, visit: [http://www.dlis.dla.mil/forms/form\\_ac135.ASP](http://www.dlis.dla.mil/forms/form_ac135.ASP)

After obtaining your NCAGE, you can complete the CCR registration at: <http://www.ccr.gov>

If you have questions or need help with CCR registration, you may call 1-888-227-2423 or (616) 961-4725 in Battle Creek, Michigan for assistance.

Once you have your new CAGE, Data Universal Numbering System (DUNS) and/or DUNS+4 numbers, it's a good idea to contact your local pay office and the contracting office(s) you normally deal with and provide these numbers. Be sure all such numbers are reflected in your VPIS user id account when you register with us. This will ensure that your codes get posted to the contract and the pay record(s) for your actions and that you can use VPIS to query by all the numbers being used to track your invoices. This requirement is to prepare the Non-MOCAS VPIS users for the new systems being implemented in the future.

## ***NEW VPIS***



Check out information about the new VPIS system coming later this year! Go to <http://www.dfas.mil/money/vendor> and read the files listed at the top under

**Vendor Pay Information News Updates**.

The pre-registration process for the new VPIS has begun. Under this same web site, check out the following:

New VPIS Pre-registration:

[Step 1](#): Print these instructions

[Step 2](#): Pre-register

Before you can pre-register for the new VPIS system, you must first download the JInitiator. The pre-registration process applies to both MOCAS and Non-MOCAS users.

## ***Accelerated Reporting to Treasury***

Effective January 2003, we began reporting all payment information to Treasury by the 3<sup>rd</sup> workday into the new month. This reporting is accomplished by the DFAS sites located at Denver, Indianapolis, and Cleveland. These three sites consolidate all payment information (line of accounting data) from their respective payment offices and complete the reporting process to Treasury. In order for these sites to complete their procedures and consolidations, they must have all monthly data by the close of business (COB) the 1<sup>st</sup> workday into the new month. So what does this mean to you, the contractor? We will run our final monthly cycle two days earlier than we have in the past. We do not anticipate that this change will have any significant impact on your invoices being paid timely since invoices are routinely paid 7 days before the actual due date. However, it does highlight the importance of submitting your invoices timely since there will be two days at the end of every month where no payments can be made.

The goal is to improve financial performance by providing timely, reliable, and useful information. Accelerated reporting will reduce reporting dates from the 7<sup>th</sup> workday to the 3<sup>rd</sup> workday, which may result in an additional day of system down time each month.

Processing times will be reduced to 1 day for Disbursing, 1 day for Balancing, and 1-2 days for the Services. MOCAS cycles will be run 1-2 days earlier each month.

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## Accelerated Reporting to Treasury (CONT)



The following are suggestions to lessen the impact to contractors: submit invoices early each month, know your payment terms, and use WAWF and Electronic Commerce (EC), whenever possible.

### Wide Area WorkFlow (WAWF)

For information on WAWF go to:

<https://wawftraining.eb.mil/>

Production Site:

<https://rmb.ogden.disa.mil>

### Acronyms

Have you ever tried to understand the acronyms used within the Government?

For a list of the acronyms and abbreviations used by various Government Agencies, go to:

<http://www.dfas.mil/library>

Click on **Abbreviations and Acronyms List**

### Appropriations Closing September 30, 2003

For an up-to-date list of appropriations that will be closing September 30, 2003, go to:

<http://www.dfas.mil/library/dil>

Click on **Appropriations Report** that will be closing on 09/30/2003.

### Prompt Payment Act

For information on the **Prompt Payment Act**, go to:

<http://www.fms.treas.gov/prompt>

### General Information

DFAS Columbus publishes the [Commercial Pay Corner](#) (formerly [Contractor's Corner](#)) in January, April, July, and October.

Comments/suggestions on the [Commercial Pay Corner](#) are welcome. Please send e-mail to [dfas\\_columbus@dfas.mil](mailto:dfas_columbus@dfas.mil) or call 1-800-756-4571, option 6.